

**Instructions for Completing  
Petition to the Academic Standards Committee  
COLLEGE OF THE CANYONS**

**AN INCOMPLETE PETITION WILL NOT BE ACCEPTED**

**STOP!** You are ineligible to petition if you completed the course **FINAL EXAM** or turned in a final project, etc.

You must complete all information for Sections A through E.

You **MUST** include: documentation of the extenuating circumstances BEYOND YOUR CONTROL.

Examples include medical records, accident report, new employment verification, court records, letters from lawyers, doctors, employer, etc. (Any questions? Please call (661) 362-3261).

**PLEASE READ THE FOLLOWING INFORMATION TO DETERMINE PETITION ELIGIBILITY:**

**Drop without a W:** You may drop a course without receiving a W for withdrawal on your transcript by officially notifying the College of your intention to stop attending a course any time up through 20 percent of the term or semester in which a course is offered. You **DO NOT** need to submit a petition to initiate this process. Instead, you may drop yourself from a course through your MyCanyons account online, or in person at Admissions and Records on either the Valencia or Canyon Country campus.

**Late Drop without a W:** In order to be eligible to submit a petition for a course for which you are seeking a late drop without a W (i.e. you did not initiate the drop yourself as identified above), the following two (2) conditions **MUST** apply:

- 1) You must have had an extenuating circumstance **BEYOND YOUR CONTROL** occur any time between the beginning of the course up through 20 percent of the term or semester in which a course is offered; **AND**
- 2) You must have **STOPPED** attending the course in question no later than the drop deadline (20 percent of the term or semester), **AND** your instructor must be able to verify you stopped attending. If you attended beyond the 20 percent deadline, you are NOT eligible to petition the course for a late drop without a W.

You must meet both of these conditions in order to petition a course for a Late Drop without a W.

**Withdrawal with a W:** Once the 20 percent deadline has passed for a course, you may withdraw from a course and receive a W for withdrawal on your transcript by officially notifying the College of your intention to stop attending a course any time up through 75 percent of the term or semester in which a course is offered. You **DO NOT** need to submit a petition to initiate this process. Instead, you may withdraw yourself from a course through your MyCanyons account online, or in person at Admissions and Records on either the Valencia or Canyon Country campus.

**Late Withdrawal with a W:** In order to be eligible to submit a petition for a course for which you are seeking a late withdrawal with a W (i.e. you did not withdrawal yourself as identified above), the following conditions **MUST** apply:

- 1) You must have had an extenuating circumstance **BEYOND YOUR CONTROL** occur any time between the beginning of the course up through the end of the term or semester in which a course is offered; **AND**
- 2) You must have **STOPPED** attending the course prior to taking the final exam, or submitting the final project/presentation/portfolio, etc. **You are ineligible to petition if you completed the course FINAL.**

You must meet both of these conditions in order to petition a course for a Late Withdrawal with a W.

**RETURN TO Room 208, Canyons Hall**